



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC1119N19

#### DEPUTY PROTHONOTARY

#### In-House

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply.)

**Opening Date:** 11/19/2019

**Closing Date:** 12/1/2019

#### Anticipated Vacancy

**Salary:** \$45,202 - \$56,503 per year (Minimum- Midpoint) Pay Grade 15

**Recruiting For:** Superior Court of Delaware

**Location:** Leonard L. Williams Justice Center, City of Wilmington  
(Please check this location on your application)

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#### **Nature and Scope:**

Assist the appointed Prothonotary with the administrative responsibilities associated with the efficient execution of all office functions and the quality operation of all departments, including performance assessment, hiring and training staff as required, assisting attorneys and the public in resolving problems as necessary and performs all official functions of the Prothonotary as delegated. Establish and implement office policies and procedures, and monitor compliance with stated goals and objectives for the Prothonotary Office. Oversees the preparation of monthly performance and statistical reports for the purpose of production analysis.

#### **Essential Functions:**

- Assists the Prothonotary with the highly responsible and complex administrative work involved with the total operations of the office.
- Responsible for directing the daily operations, work performance, assignment progress and workload completion of several operational units within the Prothonotary Office.
- Direct the activities of several operational units and/or programs in New Castle County Prothonotary to ensure effective application of Court rules, policies and procedures.
- Provides managerial and administrative direction to department supervisors in meeting the Court's operational goals and objectives.
- Ability to make quick but sound administrative decisions.
- Assists the New Castle County Prothonotary and supervisors in planning, reviewing and managing the Court's automated systems.
- Ability to communicate effectively, orally and in writing, and to establish and maintain effective work relationships with superiors, subordinates, Judges, offenders, attorneys, pro se litigants, and criminal justice and agency heads.

- Confers with Judges, Commissioners, attorneys, litigants, government officials and the general public about Superior Court policies and procedures to ensure adequate level of services are being provided or to respond to unusual circumstances or demands.
- On a monthly basis, this position generates the reports to prepare the criminal statistics, update the Judges' calendars and assist with the civil statistical spreadsheet preparation.
- Attend statewide meetings to review and develop procedures on a statewide basis to ensure best business practices and compliance with rules, laws and regulations.
- Ability to identify and analyze problems/needs/issues and assess the impacts.
- Performs related work as required.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three years' experience in Court operations management and supervision.
2. Three years' experience as a manager in case flow management principles, practices and procedures related to general jurisdiction and/or criminal justice issues.
3. Two years' experience as a manager in the interpretation and application of state statutes, Court rules, policies and procedures related to the jurisdiction of Superior Court, other courts or criminal justice system.
4. Experience in the principles and practices of supervision.
5. Experience of automated/electronic management information systems.
6. Ability to communicate effectively orally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/>. Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
 Superior Court of Delaware  
 Leonard L. Williams Justice Center  
 500 N. King Street, Suite 2850  
 Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**